

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: Sr. Business Systems Analyst

CITY: San Francisco

JOB REQUISITION: 2413

OVERVIEW

The Information Services Division is responsible for planning, coordinating, and implementing statewide technology initiatives for the judicial branch. It provides direct support for all technology applications and services used by the AOC and appellate courts. It also is responsible for collecting and maintaining statewide judicial statistics.

This position supports development initiatives in human resources, and other areas as needed. Assignments may be task or project oriented, requiring a wide spectrum of skills and experience. The analyst may work as a project lead, sole contributor, or member of a team.

RESPONSIBILITIES

- Coordinate information gathering sessions with the users for the purpose of reviewing, analyzing and evaluating their needs;
- Lead and direct the work of others on defined tasks and assignments;
- Recommend enhancements to business processes;
- Prepare requirements analyses, design specifications, test plans, scripts, and user documentation;
- Use skills and experience with the latest technology and tools to improve business processes;
- Adhere to sound methodologies for project management, business analysis and design, quality assurance, and customer support; assists in planning, managing, and implementing QA and user acceptance testing activities;
- Promote systems integration to leverage technology and reduce data redundancy; and
- Evaluate new tools and technologies for opportunities to enhance functionality

QUALIFICATIONS

Equivalent to possession of a bachelor's degree, preferably with major course work in computer science, public or business administration and **three** years experience in business systems documentation, and workflow analysis/process reengineering *including one* year of lead experience.

(Additional experience may be substituted for the education on a year for year basis. Possession of a related post-graduate degree may be substituted for one year of experience.

OR

One year as a Business Systems Analyst with the judicial branch in information systems.

DESIRABLE QUALIFICATIONS

- Experience with HR systems (PeopleSoft);
- Self-motivated and disciplined; ability to organize, prioritize and coordinate multiple work activities and meet critical deadlines;

- Experience preparing requirements analyses, design specifications, test plans, scripts, and user documentation;
- Ability to identify and evaluate alternative solutions, costs, and benefits;
- Understanding of systems integration;
- Experience with development tools for web based, client/server and desktop applications;
- Experience with relational database management systems;
- Good facilitation and presentation skills;
- Good communication skills, with both technical and non-technical audiences.
- Experience training users;
- Understanding of multiple hardware platforms and the interrelationship of different operating systems; and
- RFI, RFQ, RFP experience.

HOW TO APPLY

To ensure consideration of your application for the earliest round of interviews, this position will remain open until filled. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm, select job category "Info Systems & Technology", and search for Job Req. #2413, Sr. Business Systems Analyst.

OR

To obtain a printed application, please visit:

Administrative Office of the Courts

455 Golden Gate Avenue, 7th Floor

San Francisco, California 94102-3688

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PAY AND BENEFITS

SALARY RANGE FOR POSITION: \$6,419 - \$7,802 per month

Highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year
- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(K) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

The Administrative Office of the Courts Is an Equal Opportunity Employer.